

XYZ CONTRACTORS

CHANGE ORDER NO. 001

XYZ Contractors
 "When you need it done right!"
 4444 Fifth St., Suite 666
 Lancaster, CA 93535
 Phone (661) xxx-xxxx
 Cell (661) xxx-xxxx
 Ca. Contr. Lic. #000000

Owner's Name: <u>JOHN Q. CUSTOMER</u>		Owner's Address: <u>949 GRANT STREET</u>			
Owner's City: <u>BENICIA</u>	Owner's Zip Code: <u>94510</u>	Owner's Home Phone: <u>707-747-4735</u>	Owner's Work Phone: <u>800-820-5656</u>		
Project Address: <u>747 BOEING ST, SUITE 757</u>		Project City: <u>CONCORD</u>	Project Zip Code: <u>CONCORD</u>	Project Phone: <u>510-015-1111</u>	Date: <u>8-10-00</u>

In conformance with and as a part of the existing contract dated 8-10-00 XYZ Contractors is hereby authorized by the OWNER or OWNERS AUTHORIZED AGENT to make change (s) to the above project and/or order and additional labor and materials, services, supplies and other items listed below and/or otherwise needed to complete the requirements of the scope of work of this change order.

a. **Scope of work description:** The description of the work and materials covered under this change order goes here.

This is form CO1
 Change Order
 to ORDER
 CALL ACT Contractors Forms
 at 1-(800) 820-5656

Use this form whenever your customer makes a change to the original contract. Changes in writing like this are easy to prove. Verbal changes rarely stand up in court. Also be sure to allow extra time for the completion of any changes (see box below in this sample), you won't think it matters until a customer sues you because the job took too long! Even changes that do not cost anything or might even result in a credit due the customer, like a change in the color or type of the roofing material, should be documented on a change order and allotted extra time. When properly used, change orders will do more to keep you out of court than probably any other form! If you compare our change orders with others you'll see why ours are the best BY FAR!

b. **Payments to be made as follows:** \$3000.00 to be paid with payment number one covering material. \$5740.00 to be paid with final payment.

Date of completion as set forth in the existing contract is hereby extended 4 days because of the time necessary to complete this change order.

PREVIOUS contract total amount prior to this Change Order: \$ 8,740.00

This change order will result in a *DEDUCTION* to the original contract price in the lump sum amount of: \$ 0.00

This change order will result in an *INCREASE* to the original contract price in the lump sum amount of: \$ 1,400.00

REVISED contract total amount including this Change Order: \$ 10,140.00

OWNER'S ACCEPTANCE: The above change order shall be performed under the same conditions as specified in the existing contract. Your signature below signifies your agreement and approval of this change order.

By: _____
(signature of contractor or authorized agent)

Date: _____
(date of signing of this change order)

CONTRACTOR'S ACCEPTANCE: XYZ Contractors, agrees to perform this change order in accordance with the above conditions, specifications and stated price.

By: _____
(signature of contractor or authorized agent)

Date: _____
(date of signing of this change order)